

HOME FARM FEST

CHARITY MUSIC FESTIVAL

Chilthorne Domer, Somerset | June 7- 9 2019

Home Farm Fest is the biggest annual fundraiser for our charity, School in a Bag. Over £432,700 has been raised so far thanks to the generosity of everybody who helps us run it to support our cause.

MARKET AREA BOOKING FORM

Name of Company _____

Contact Name _____

Address _____

Post Code _____ Mobile No _____

Email Address _____

Brief details of Business _____

Website/Facebook page _____

Arrival time on Friday 7th June (between 8am & 1pm) _____

Vehicle Registration No. _____

Will you be camping behind your pitch Yes/No How much space do you need (in metres) _____

PRIZE FREEZE for 5m pitch: £90 (every metre wider required is an extra £15)*

*All stands include two weekend Trader Passes and a camping space within the designated market area at no additional cost. Any additional passes needed will be charged at the Weekender ticket rate.

Additional space required (in metres) _____ What is the depth of your stall (in metres) _____

Would you like electricity (this is charged at £30 for 1 x 13amp socket OR £50 for 1 x 16amp socket) Yes/No

- If yes, which amp size do you require? (payment will need to be included with your pitch fee)

I/we have read and agree to the Terms & Conditions overleaf _____

I/we accept that this is a provisional booking until payment is received _____

I have attached a copy of my Public Liability Insurance, Risk Assessment (incl. fire assessment) _

PAT test certificate (if relevant) _____

I have attached photos of my stall and goods _____

Signed..... Print Name..... Date.....

BOOKING FORMS: Return to - Zoë Fox, School in a Bag, Home Farm, Chilthorne Domer, Yeovil, Somerset, BA22 8RD. Tel: 01935 849160 Email: events@schoolinabag.org

PAYMENT: Due by Friday 19th April 2019. Cheques should be made payable to 'School in a Bag' or by BACS - Account Name: School in a Bag, Account No: 57394160 Sort Code: 30-99-98 with your name and HFF14 as the reference *All income from your stall is yours (no commission is taken by the Festival Organisers)

TERMS & CONDITIONS OF TRADING AT HOME FARM FEST 2019

Any violation of these terms & conditions will render this Licence null and void, and in that event, Home Farm Fest reserves the right to remove The Trader and any of your possessions from the festival grounds without compensation or refund.

Home Farm Festival 14 will be held at Home Farm, Chilthorne Domer, Yeovil, Somerset, BA22 8RD on Friday 7th - Sunday 9th June 2019.

1. **Stands** - must be completed by 3pm on Friday 7th June - this is so The Trader's premises are ready and available for inspection by the appointed employees of Home Farm Fest and the appointed officers of the local authority and fire and police services, should they so wish. They cannot be removed until after 4.30pm on Sunday 9th June (unless consented by a prior arrangement)
2. **Payment** - All rent due must be paid within 14 days of being accepted to trade at the festival. Once applications are accepted, and money paid, no refunds can be given for any reason whatsoever.
3. **Payment** - All fees must be paid in full by Friday 19th April 2019. No tickets will be issued until the full payment is made and a pitch is not guaranteed until then.
4. **Wristbands** - All Traders will be issued a Trader's wristband that will distinguish you from the public. You may not sub-contract any part of your stall (unless consented by a prior arrangement). Traders will be allowed onto the site once they have been checked in and wristbands allocated (x2 per pitch).
5. **Stall Size** - You will be allocated the size of pitch that you have paid for and unless you pay more, you must not exceed this. You are able to exceed 1.5m from the front of your stall, with clothes rails etc. for no charge.
6. **Structures I** - All traders need to provide their own stand, but trading is not limited to just gazebos or tents, it can be from vehicles/caravans etc too as long as they are safe. The HFF organisers want the Market Area to look rustic but also professional.
7. **Structures II** - Your structure must be suitable and of an acceptable health and safety standard for use in a busy public area and be able to withstand a variety of weather conditions. If deemed unsuitable by our H&S advisor and/or the local authority inspectors you may not be able to continue trading. Please also be aware that gazebos are liable not to withstand some weather conditions and we would strongly discourage their use where possible, but must be tied down securely if you are using one.
8. **Goods Sold** - The Trader must only sell goods specified in their application. Any changes to the application form must be made in writing at least two weeks prior to the start of the festival.
9. **Equipment** - Tables, chairs, stall covering, structures and stall equipment are NOT supplied by The Festival.
10. **Lighting** - HFF do not provide lighting to the individual stalls. You are welcome to provide your own via a generator or self-powered, but we do not expect you to. Please let us know beforehand if you are bringing one. Please note that all electrical equipment you bring must display up-to-date PAT certification.
11. **Equipment** - Please advise Festival Organisers as early as possible beforehand of any furniture/equipment/machinery that you intend to bring in order to enable the best planning for positioning and other logistics.
12. **Hours** - We do however expect the stalls to be open for reasonable hours during the time the festival is on, but if you don't have lighting, of course please enjoy the festival yourselves once it is dark. We do expect stalls to be open until at least 8.30pm Friday & Saturday and 3.30pm on Sunday, opening at 10am Saturday & Sunday.
13. **Location** - The Festival organisers reserve the right to position stands where they feel appropriate and while every effort will be made to site a stand in the same position for the duration of the festival, no guarantee can be made if unknown factors affect this.
14. **Insurance and Risk Assessment** - The Trader will not be permitted on site if The Festival has not received a copy of The Trader's Risk Assessment, Fire Risk Assessment and Public Liability Insurance certificate in advance. If the policy expires between the date of your application and the date of the festival, please send existing copy and a copy of the new policy as soon as available.
15. **24-hour security** - will be provided by the Festival Organisers for the festival site. This does not mean individual stalls will have their own security provided by HFF. Your whole set-up is your responsibility.

16. **Losses** - The Trader acknowledges that The Festival or any of their designated employees are not responsible or hold any liability for any financial losses incurred by The Trader, or for any loss, theft or damage of equipment, goods or personal belongings, or personal injury of employees working for or connected to them.
17. **Children** - Whilst on site, The Trader is responsible for the safety and behaviour of children in their charge at all times. Any damage to the site caused by the children is to be paid for before leaving the Festival.
18. **Camping** - Camping spaces are restricted to one designated pitch per stand. This will be behind your pitch.
19. **Vehicles** - Once unloaded all vehicles that are not a part of your pitch must be removed from the festival site and can be parked (for free) in the main car parking area.
20. **Driving** - There is a 5mph speed limit on site at all times.
21. **Access to your stall** - Please note that in adverse weather conditions vehicular access may be restricted.
22. **Delivery of stock** - There will be no vehicle movement within the festival site from 3.30pm on Friday 7th June until 4.30pm on Sunday 9th. Any stock deliveries must be made on foot from the public car park. The Festival will not accept responsibility for receiving any deliveries on The Traders behalf.
23. **Trading Restrictions** - Traders must not display any material calculated to provoke or annoy visitors or other exhibitors. The Festival Organisers reserve the right to remove any offensive material and its exhibitors from the grounds. The Trader may not sell food or drink, especially alcohol in any form whatsoever (eg brandy coffees), herbal highs, tobacco products, banned substances, pornographic, obscene or blasphemous material, disposable barbeques or any form of flammable equipment, fireworks, water balloons, Chinese candle lanterns, Nitrous Oxide Canisters, lasers, 'cap bombs', lethal, real, replica or toy weapons. Without prior written consent traders may not sell goods or offer services including clothing that reproduce the Home Farm Fest logo or any unofficial merchandising products, body art and face painting.
24. **Noise** - The Festival reserves the right to reduce or curtail any excess noise created by The Trader if it is deemed to be affecting other traders or festival activities. PA systems are not allowed on any stall.
25. **Fire** - The Trader must supply a 6kg dry powder fire extinguisher in case of fire. It is a requirement that any drapes or fabric as part of the structure of the stall is made of fire retardant material.
26. **Smoking** - The Trader must be aware that it is illegal to smoke in any public space that is enclosed or undercover and must display the statutory A5 'no smoking' sign at all times. Regular checks will be made to ensure these are visible
27. **Dogs/pets/livestock** - With the exception of guide dogs, STRICTLY no animals are allowed in the festival, or on the campsite (unless consented by a prior arrangement)
28. **Damages** - Any damage to the site caused by The Trader, their children or their staff, is to be paid for before leaving the festival. The Trader agrees to leave the site in a clean and tidy condition.
29. **Recycling and rubbish** - The Trader must use the recycling facilities available. All recyclable and non-recyclable waste is to be separated. All cardboard is to be broken down into manageable sizes.
30. **Respect** - please respect that this is a working farm and once the Festival is over for the year, it returns to its agricultural state. It's a green site and we want to keep it that way so please remove any rubbish you have generated. Thank you.
31. **T&Cs** - The Festival Organisers reserve the right to issue further terms and conditions if necessary. If and when this does happen they will be binding once relayed to all concerned via the contact email address specified on the booking form.

Agreement - The Trader agrees to abide by the above clauses 1-31 and indemnify The Festival and its designated employees against any claim, loss or liability arising from a breach of the above clauses/ regulations.

Please contact events@schoolinabag.org if you are unsure of anything to do with your stall and we can go through it with you